



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 10169 - Branch Chief, Southeast & East Asia Branch, NCTC/DI/AAEG - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 04/11/2018 – 04/26/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- Lead and manage a team of interagency analysts in the planning and production of an analytic program that includes a broad range of finished intelligence products in support of United States (US) foreign policy and national security objectives and serve as an expert* within the Office of the Director of National Intelligence (ODNI). The finished intelligence products will include a mix of short and long-term products that will be well-crafted, sophisticated, and cross-cutting.
- Provide substantive guidance and leadership to analysts in the identification and analysis of a broad array of source materials to ensure that the information is synthesized into finished intelligence products on sometimes controversial or difficult issues.
- Guide analysts to use and refine methodology tools and approaches to gain a comprehensive understanding of complex and significant analytic issues and incorporate insights into products as appropriate.
- Prepare analysts to brief senior internal and external customers on significant current intelligence developments and finished intelligence.
- Develop analysts' ability to identify information gaps; implement research strategies that result in the acquisition of key, highly complex, all-source information; and assess source information for accuracy, validity, relevance, and timeliness in support of US interests and policy objectives.
- Initiate, cultivate, and maintain cooperative and productive relationships with customers throughout the US Government (USG) and with partners in the Intelligence Community (IC) and ODNI that inform and contribute to high-quality and complex analyses of interest to the USG.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Serve as a subject matter expert on regional and/or functional areas or issues for the ODNI. Represent the unit and ODNI in intra- and interagency meetings, teams, and task forces.
- Evaluate performance of employees in the work unit using interagency performance standards and objectives. Meet regularly to provide formal and informal feedback on analysts' development. Collaborate with analysts on the creation of individual development plans to address performance goals and concerns. Collaborate and oversee longer-term personal and professional goal setting.
- Evaluate leave, training, resource, and other administrative requests as part of the approval process. Manage resources within the unit and advise senior management of additional resource requirements.
- ODNI All Source Analysis areas of expertise include: Counterintelligence, Counterproliferation, Counterterrorism, Cultural Expertise (Economic, Regional, Military, Political, Leadership, Psychological, etc.) Cyber, Intelligence Disciplines (INTs) Intelligence Topics, Languages, Scientific and Technical Intelligence (S&TI), and Targets.

Mandatory and Educational Requirements

- Demonstrated ability to drive the production of well-crafted, sophisticated, and cross-cutting analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific regional area and/or functional issue for IC consumers and policymakers at the highest levels of government.
- Demonstrated analytic and critical thinking skills, including the ability to think strategically and to consider potential unintended consequences of proposed courses of action.
- Demonstrated knowledge of analytic tradecraft and an ability to use product review to teach tradecraft and ensure the quality of each piece that leaves the team.
- Demonstrated ability to manage and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present information.
- Demonstrated ability to apply detailed knowledge of USG, ODNI, and IC organizations' operations and policies to effectively translate their requirements and provide appropriate output or responses to meet customer needs.
- Demonstrated exemplary collaboration skills, particularly in situations involving IC partners with diverse equities at stake.
- Demonstrated ability to oversee and manage information-sharing programs and promote information-sharing practices across the ODNI and IC.
- Demonstrated ability to remain open-minded, flexible, and change assessments on the basis of new information and requirements; superior ability to support group decisions and solicit opinions from coworkers.
- Demonstrated interpersonal and organizational skills that showcase the ability to work effectively both independently and in a team or collaborative environment and mentor junior colleagues.
- Demonstrated creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Demonstrated proclivity toward action and the ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.

Desired Requirements

- Experience with political/military or CT intelligence analysis pertaining to the Southeast and/or East Asia.
- Experience working on issues related to Homeland analysis.
- Experience in managing collaborative teams with a high tempo or during crisis periods.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS.**



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.